

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/28/2024



94403  
San Mateo, CA, 94403

## Receptionist & Intake

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$25.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

Part Time Swing Shift On Weekends 330pm-Midnight Saturday and Sunday. Receptionist Needed In San Mateo with our Non Profit client.

Applicants that consider themselves a motivated self-starter who can handle multiple projects at once with a smile are encouraged to apply for this position. Robert Half is seeking an eloquent, highly-skilled Receptionist for a growing company. Consistently ranked as a fantastic company to work for, the job is a great opportunity to advance your career and develop new skills! This long-term contract / temporary Receptionist position is a terrific opportunity and is based in the San Mateo, California area.

### Responsibilities

- Wield strong prioritization skills and a sense of urgency
- Place orders for office and kitchen supplies
- Arrange, review, and distribute incoming mail according to specified procedures
- Manage various office files and provide general office filing support
- Manage various office files and provide general office filing support
- Aid other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Oversee and answer all incoming phone calls
- Be a welcoming presence for visitors

### Requirements

- Comprehensive knowledge of Inbound Telephone Calls
- Incoming phone call management skills required
- Strong organizational skills and attention to detail are a must
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Ability to communicate verbally and in writing effectively throughout all levels of the company
- Attentive, ability to work independently and prioritize tasks
- Strong customer service and office administrative skills

This career opportunity is available only through Robert Half. Contact us today about a magnificent Receptionist opening that offers career

growth.

---

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

---

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**